



RIVERS AND MOUNTAINS CONSERVANCY

Title: CONSERVANCY PROJECT DEVELOPMENT ANALYST II

Salary: \$3,841.00 - \$5,784.00

Posted: 01/29/2014

Job Description:

SELECTION CRITERIA - -

- SROA/Surplus employees are encouraged to apply.
- Transfers, reinstatements, or recruitment from the employment list may be considered. Consideration may be given to applicants on another Department's employment list, provided the criteria are met to transfer the eligibility from the employment list to DGS' employment list
- Applications will be evaluated based on eligibility and desirable qualifications and interviews may be scheduled.
- Consideration will be given to candidates eligible for the CPDA II level (\$4619-\$5784). The duties will be restructured accordingly. ESSENTIAL FUNCTIONS Formulate Project Selection
- Gathers and analyses basic information to assist management staff and the RMC Board in the development and implementation of the RMC Open Space Plan in order to evaluate and prioritize projects consistent with Public Resources Code Section 32602.
- Gathers and analyses information to assist management staff and the RMC Board in setting priorities for the acquisition, development and management of public lands within the Lower Los Angeles and San Gabriel River watersheds by developing and administering a schedule of projects, project costs and project funding sources.
- Prepares analytical information for basic projects submitted for funding pursuant to Section 33208 of the Public Resources Code, by affording maximum public and stakeholder participation, including public hearings and findings, forecasting costs and timelines, including proposed project improvements, and gaining RMC Board approval.

ESSENTIAL FUNCTIONS Formulate Project Selection (con't)

- Analyze new projects in order to ensure that appropriate funding and staff time is used for critical projects, by incorporating natural resource planning, budgeting, and public policy techniques consistent with the RMC's Open Space Plan.
- Assess project opportunities within the RMC territory in order to ensure protection through acquisition, restoration, trail alignment, or monitoring of endangered species and special status resources consistent with the RMC's Open Space Plan. Planning and Implementation of Project Selection
- Participates with staff, property owners, developers, other park agencies, non-profit groups, elected officials, and community support groups in analyzing property natural resource and open space values consistent with the RMC's Open Space Plan.
- Assists in the evaluation and hiring of consultants for site planning, economic and development feasibility studies, trail design and landscape architectural studies, and real estate appraisals in order to complete acquisition and improvement projects through the Request for Proposal (RFP) process, and either direct or supervised follow-up activities, consistent with project timelines and budgets.
- Development and administration of grant contracts with local government jurisdictions, non profit organizations, and others to insure that contract terms are consistent with applicable laws and meet the goals of the project. Administrative
- Interface and coordinate with all governmental agencies involved with the preservation and recreational enjoyment of the RMC territory and surrounding areas in order to ensure natural resource protection and park management stewardship consistent with the RMC's Open Space Plan.
- Coordinate the preparation of agreements and grant applications in order to ensure the timely submittal of said documents by delegating tasks between departments, consistent with project plans and timelines.
- Preparation of supporting material (agendas, staff reports, comment letters, project plans, maps, and resolutions) for the RMC Board in order to ensure that the Board has accurate and timely information through staff reports consistent with agency objectives.

NON ESSENTIAL FUNCTIONS

- Attend and coordinate dedications, press conferences, and other related events.
- Attend conferences relevant to agency matters.
- Receive and answer questions from public regarding agency events and related agency matters.

- Attend community and stakeholder meetings and community events to promote ongoing public relations with both the public and private sectors on RMC projects.
- Weekend attendance may be required.

KNOWLEDGE AND ABILITIES

Knowledge of: The principles and practices of resource management and land use planning; real estate economics, real estate transactions; environmental impact assessment; urban and architecture design; restoration and enhancement of wildlife habitat; policies and programs of the Rivers and Mountains Conservancy, and the policies and programs of other public agencies regarding environmental protection. Ability to: Collect technical data and summarize it for use; analyze situations and take effective action; establish and maintains cooperative and effective relations with those contacted in the course of work; develop, review and guide plans and projects for good results; communicate effectively orally and in writing; present controversial matters and assist in conflict resolution.

INTERPERSONAL QUALIFICATIONS

- Ability to present technical information to the general public in group meetings clearly.
- Ability to interact with public gatherings in the give-and-take of group conversations, especially regarding sensitive topics.
- Ability to deal with excited or agitated persons to calm the situation and move to productive interactions.
- Ability to work in teams to accomplish assigned tasks.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES

- Attire appropriate for a professional business office on most days; professional business attire is required for RMC Board meetings and at official public events.
 - Occasional outdoor events require more casual dress.
 - Field work and meetings require physical ability to access unimproved property. • Ability to read and write on paper documents several hours per day.
 - Use of a personal computer for several hours per day.
 - Ability to sit in a normal seated position for extended periods of time.
- #### SELECTION CRITERIA
- Position is currently allocated at the CPDA II level, but consideration will be given to candidates eligible for the CPDA I level. The duties will be restructured accordingly.
 - Provide a completed state application and a detailed resume.
 - Submit applications by U.S. Mail to the address above.